

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 9, 2001

SUBJECT: DEACTIVATION OF DEPARTMENT FORMS

PURPOSE: On October 1, 1998, the City enacted the Purchasing Receiving Inventory Management Accounts Receivable (PRIMA) project to streamline the purchasing and distribution of supplies. To further the goals of the PRIMA project, a Department audit was conducted to eliminate large quantities of dormant stock, which includes Department forms stored at the Department of General Services' Warehouse.

The audit found that more than 200 of the Department's 880 forms have not been used in several years and are now obsolete. These forms are being deactivated based on minimal usage and/or ordering, or form similarity. This Order deactivates 216 Department forms.

PROCEDURE: The attached list contains 216 forms that are deactivated. The determination to deactivate these forms was based on research with the functional subject matter experts and approval of the commanding officer with functional oversight of the subject matter. Should you have any questions regarding a deactivated form, you may call the functional entity responsible for the form or the Forms Unit, Management Services Division.

The deactivated forms shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENTS: This Order deletes or amends all sections of the Department Manual, including Volume V, pertaining to the deactivated forms listed on the attachment. All of the deletions or amendments will be reflected in the next publication of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "D"